

SECRET

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

8 April 1969'

To: All Training Officers of the Agency

## BUDGET PROCESS COURSE

FOR Employees directly involved in the budget formulation and execution phases of Agency financial management.

DATES 23 - 27 June 1969  
(Another running is planned for 20 - 24 October 1969)

PLACE Room 1 A 07 Headquarters

TIME 0830 - 1230 hours each day, Monday through Friday for one week

PROGRAM The course objectives are to provide:

- A. An understanding of the purposes and processes of Federal budgeting;
- B. Detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures;
- C. The interrelationship of programming, budgeting and accounting activities.

The course will consist of lectures by subject matter specialists, reference material, and class discussions.

REGISTRATION Limited to 40 students. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by 6 June 1969.

ADDITIONAL INFORMATION For course content, call [REDACTED] 25X1A extension [REDACTED] for registration assistance call AIR/ISS/TR, extension [REDACTED] 25X1A



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GROUP 1  
Excluded from automatic  
downgrading and declassification